Additional Training Materials

E-Procurement Service/ North Carolina
Accounting System (NCAS) Matrix

During the design and development phase of the E-Procurement Service implementation, functional differences were noted in several areas of the E-Procurement Service and the current NCAS. In an effort to highlight some of the major differences for NCAS users, the matrix on the following pages has been created.

Although each function has been evaluated to best determine whom it will impact, every user should review all of the changes in functionality.

Please direct any questions concerning these differences to the OSC NCAS Help Desk at (919) 875-HELP (4357).

E-Procurement Changes Unique to NCAS Agencies

Function	Current NCAS Functionality	E-Procurement (Ariba) Functionality	Users Impacted
Funds Checking	Funds are checked real-time at the time the requisition is created, and the requester is notified of any exception.	In Ariba, the funds shortage notification goes to the last approver, who is usually the buyer, but could conceivably be the IT approver in some purchases of IT equipment.	Requesters Approvers
Funds Checking	In the NCAS, funds exceptions are recognized immediately and passed to the BCQ real-time. The budget officer can "pass" these transactions and transfer the money later, so that the purchase orders can be issued right away.	In Ariba, when a funds exception is detected, all processing stops until funds have been transferred in NCAS to cover the shortage(s). When the system notifies the last approver of an AFF exception, that person then notifies the budget office of the funds exception by adding them on as an approver for the transaction. In many cases, it will be the next day or later before a budget officer is able to address the exception.

A budget officer cannot "pass" the transaction, as they can via the BCQ process in the NCAS. Rather they must transfer funds before the purchase order can be released from Ariba. Since that transfer must go through OSBPM's BRS system, the transfer will not be available until the following morning. Therefore, the purchase order is likely to be delayed for two or more days awaiting budget processing. | Requesters Approvers Buyers Budget Officers |
| Account Validation | New accounts and/or centers can be added in NCAS real-time and orders referencing these accounts processed immediately. | Valid accounting combinations will be passed from NCAS to Ariba in batch every night. As a result, there will be a delay of one day before a new code combination can be utilized in Ariba. | Requesters Buyers Accounting |
| HUB Vendors and Recycled Goods | Currently the buyer funnels orders (including term contract transactions) to HUB vendors and insures | If agencies allow requisitions to bypass the buyer, the requester must be responsible for selecting | Requesters Buyers |

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	that the agency utilizes recycled goods.	HUB vendors and buying recycled goods.	
Financial Security	In NCAS, FC (Financial Controller) security controls which accounting distributions can be used by requesters and buyers during order creation. This prevents one division of an agency from ordering against another division's budget.	Since this security is not automated in Ariba, agency approvers will be responsible for detecting and correcting all erroneous account distributions on requisitions.	Approvers Budget Officers
AP Attention	Buyers often need to inform AP about some facet of the transaction. For example, a portion of a contract may have an agreed hourly rate that is not spelled out on the PO line. In NCAS, buyers can direct AP's attention to specific comment lines on the PO every time an invoice is matched against the PO.	Comments entered on an order in Ariba will not be passed to NCAS, which means the AP attention feature will no longer be available. Buyers will have to call or e-mail AP with their instructions, and AP will have to file these instructions and then retrieve them when matching invoices against that transaction.	Buyers AP personnel
Standard Phrases	Many agencies have phrases that they attach to many or all of their purchase orders. For example, they may have size restrictions on trucks in their unloading area, or the loading dock may only be manned during certain hours. In NCAS, they can attach a code to have a standard phrase or group of standard phrases print on the PO, which means they do not have to repeatedly type these phrases.	In Ariba, users can employ standard phrases by attaching a word document containing the desired phrases, or the phrases can be typed in the order comments each time an order is sent. Attachments will work with both faxed and e-mailed orders, but will not work when faxing an order through ACSN (Ariba's buying network).	Buyers Requesters
Dual Systems	The buyer currently does all transactions in NCAS.	NCAS buyers will create and approve orders in Ariba, but will perform matching (IWQ) functions in NCAS. Maintenance of POs already in existence will be done in NCAS.	Buyers
Buyer Action	In NCAS, the daily Buyer Action Report reminds buyers of such things as contract and blanket order renewal time, follow-up dates for a specified order,	Since Ariba does not have these reminder dates to pass to NCAS, the NCAS Buyer Action Report will become obsolete. Buyers will have to keep a	Buyers

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	etc. based on dates entered by the buyer.	tickler file for contract & expediting reminders.	
PO Changes	In NCAS, changes can be made to purchase orders, but the decision to reprint the order rests with the buyer. If changes are internal (accounting distribution), the vendor need not get another order. If the change does need to go to the vendor, the system produces a change notice, printing only those items that have changed.	In Ariba, any change to the purchase order, including a change to accounting distribution, results in the order being sent through approval again and retransmitted to the vendor. Even though it is marked as a change order, there is always a small chance of duplicate shipment. It is important that requesters and approvers insure that the correct distribution is entered before the order is sent to the vendor, to avoid an unnecessary change notification.	Requesters Buyers Approvers
Order Numbers	In NCAS, purchase order numbers are assigned from ranges that carry the agency number as the first two characters. This is important, because vendors reference the PO number on their invoices. In agencies with centralized accounts payable, the AP clerk must use the PO number on the invoice to recognize the appropriate agency in which to match the PO. The "PO Find (POF)" functionality requires a buying entity for the PO search.	Ariba assigns sequential numbers, starting with PR for requisitions and with DO for purchase orders, with no indication of the agency built into the order number As a result, the POF screen in NCAS has been modified to allow searches for all agency open orders to a specified vendor, but without requiring the Buying Entity (division indicator) to be specified.	Buyers AP personnel
Payment Terms Codes	Payment terms are entered once in NCAS, and can then be used in both purchasing and accounts payable.	Payment terms are not passed between Ariba and NCAS. As a result, if new terms are added to Ariba, agencies also must add them to NCAS.	Buyers AP personnel
Buying Entities for Goods & Services	NCAS agencies use separate Buying Entities for buying goods versus services. The different entity defaults are important to the matching process, which will remain in NCAS. Requesters can put goods and services on the same requisition, and the	In Ariba, the Buying Entity is captured at the header level, which means requisition lines cannot be split into multiple entities and passed to NCAS. Requesters should no longer mix goods and services on the same requisition.	Requesters Buyers

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	buyer can separate them during conversion.		
New Buying Entities	In order to limit PO creation to just Ariba, new Buying Entities must be created in NCAS for eProcurement transactions.	New Buying Entities, with the letter "E" in the third position, will be utilized for orders originating in Ariba and passed to NCAS.	Requesters Buyers
Service Orders & Blanket Orders	In NCAS, service orders and blanket orders are set up for a quantity of one each at a unit price matching the full contract or order. Multiple payments can be made against such orders until they are totally paid or closed.	In order to apply the marketing fee for blanket orders, vendors will have to be billed per receipts. Therefore, blanket orders and service orders will have to use "dollars" as the unit of measure, and payments against such transactions will have to be entered as receipts. AP personnel cannot enter this, since they will not have access to Ariba, and loading dock personnel (receivers) will have no knowledge of the payment. Therefore each agency must decide how to get this payment data entered as a receipt.	Requesters Buyers Receivers AP personnel
Multi-year Orders	In NCAS, requesters and buyers can enter a future year indicator for transactions that pertain to a future year and should not yet be encumbered.	Ariba has been modified to include this functionality, which works just like NCAS, where users indicate the appropriate fiscal year.	Requesters Buyers
Payment Basis	In NCAS, a payment basis can be applied to each purchasing transaction. The payment basis determines whether receipt is required before payment, or signature approval is required before payment, or whether payment can be made upon receipt of the vendor's invoice. Some agencies use signature approval as the basis for paying services and blanket orders, while others allow payment upon receipt of the vendor's invoice.	Ariba allows only one payment basis per entity, which means agencies cannot vary the payment basis by individual transaction. Since agencies will not be able to adjust payment basis in NCAS, they will have to be sure to get goods and services in their correct respective Buying Entities when the order is created.	Buyers AP personnel
Ship-to Addresses	Ship-to addresses are created once in NCAS, and	Any new ship-to addresses must be added both in	Requesters

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	can then be used on transactions in that entity.	Ariba and in NCAS.	Buyers
Receiving	In NCAS, receivers can fix erroneous entries. Actual returns to vendors are recorded separately with a reason provided for the return.	In Ariba, if a receiver erroneously enters "10" as the amount received, they only can reduce it to "8" by rejecting 2. This rejection passes to NCAS as a return with some kind of standard reason code. In other words, a quantity shown in NCAS as a return could be a return, or it could be an error correction. Agency personnel need to be aware that accurate information on returns can be determined in Ariba, based on comments attached to the receipt record, but the return data passed to NCAS may occasionally be inaccurate.	Buyers Receivers AP Personnel
Inventory	In order to update on-order and on-hand quantities in warehouses, NCAS must know the item number and warehouse to be updated.	Ariba has been modified to accept warehouse and item information, including unit of measure and conversion factor.	DOC Requesters
NCAS Maintenance	In NCAS, buyers have a full array of processing functions (add, change or delete) for purchasing transactions.	Purchase orders that were created in NCAS prior to the implementation of E-Procurement will be maintained in NCAS under the old Buying Entities, but buyers will not be able to add new orders or new lines to existing orders. If maintenance of an existing purchase order requires that another line be added to that order, the buyer will have to call the NCAS Help Desk at OSC to get the line added.	Buyers AP Personnel
Direct Pay Vendors	In NCAS, all vendors, both matching and direct pay vendors (those who do not receive purchase orders) are added to the system by agency personnel.	In the future, all new matching vendors will have to register directly through Ariba, in order to receive purchase orders. Direct pay vendors will continue to be added in NCAS by agency personnel.	Buyers AP Personnel

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Routing Orders	In NCAS, all requisition lines are routed to the appropriate buyer based on commodity. Lines on a single requisition for multiple commodities can be split to different buyers.	Because buyers are approvers in Ariba, they must review complete requisitions, as opposed to handling only those lines that contain their assigned commodities. In other words, multiple agency buyers may be required to handle a single requisition.	Buyers
Receipt Tolerances	It is not unusual for a vendor to overship an order. Agencies generally return the overshipment at the vendor's expense, but occasionally, they decide to keep the extra goods. NCAS allows the receipt of the extra goods to be approved and accepted without adjustment to the purchase order.	Ariba does not allow a receipt that exceeds the quantity ordered by more than the 2% tolerance. Instead the agency must increase the quantity of the order to match the quantity shipped. This change to the order sends it through the approval process again and to the vendor as a change order.	Requesters Approvers Buyers